



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 1st February 2018
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair)	T Blunsten	J Winter	L Boyce
		P Poston	D Abrey	L Day	R Lee
		E Benson			
Absent	Cllrs	J Fowkes	P Davey	K Sutton	D Jelley
		N Jennings	N Hones	T Bridge	D Frost
Also present:		A Wood (Clerk)	Cllrs Wagland and Cloke	1 Parishioners	

FC18/020 Apologies for Absence

Apologies were received and accepted for Cllrs Frost, Sutton, Fowkes and Jennings (family matters), Cllr Jelley and Davey (health) and Cllrs Bridge and Hones (both away).

FC18/021 Announcements and Declarations of Interest

There were no declarations of interest.

FC18/022 Public Participation session

A parishioner spoke about the new data protection regulations coming into force on the 25th May 2018 and the requirement of a Data Auditor. The parishioner offered to assist in this area and was thanked for his efforts.

FC18/023 Approval of minutes of the Full Council meeting held on the 11th January 2018

All the minutes were approved and signed by Cllr Jeater.

FC18/024 Matters arising for report (not for resolution)

The Clerk reported on the issue of contractors parking in Bell Mead, following a complaint by a resident. Cllr Cloke was thanked for his involvement with BBC enforcement and it is understood that contractors have been told not to park on the 2hr free parking bays, or the doctor's surgery from this point onwards.

FC18/025 Borough / County Councillors Reports

- Cllr Wagland and Cloke reported in a recent meeting with Mountnessing Primary School and the 106 funding they will receive to extend the school.
- Cllr Wagland reported that the ECC precept had been increased by 0.99%
- Cllr Cloke confirmed the need to arrange a meeting regarding the parking outside the village schools and apologised for the delay
- Cllr Cloke reported that Brentwood had progressed to Reg 18 of the Local Development Plan and that a consultation will be held shortly.
- Cllr Winer asked if a similar meeting to that at Mountnessing School will be held for health care services and was advised that there were no plans at this time as the portfolio holder would need to be identified.
- Cllr Jeater reported that the streetlight outside 18 Willow Green had not been repaired. Cllr Wagland agreed to chase.

- The Clerk reported that the glass at the bus shelter near Wadham Chase had not been replaced and Cllr Wagland agreed to chase.

Cllr Cloke left the meeting at 7.50pm

FC18/026 Reports of external meetings attended by any Parish Councillor

- Cllr Day attended the Rail Users Forum and reported there was no definitive answer regarding the ticket office and that new trains were being introduced in December 2019, which will result in timetable changes.
- Cllr Jeater advised that Cllr Davey attended the following meetings and read out a report that will be circulated after the meeting.
 - 15/01 NALC Strategic Meeting
 - 16/01 EALC Strategic Meeting
 - 24/01 Chaired EALC Executive Meeting – Report to follow
 - 29/01 NALC all party Parliamentary Local Democracy Group – Report to follow
 - 30/01 NALC Management Board Meeting

FC18/027 To approve the budget for 2018/19

Following discussion in all committees, it was **RESOLVED that the budget presented for 2018/19 be accepted**

Proposed: Cllr Jeater

Seconded: Cllr Blunsten

All agreed

FC18/028 Neighbourhood Plan update

Cllr Winter presented a written report prior to the meeting and advised that Cllr Jennings is working with the Anglo European School to organise a Neighbourhood Plan session with years 7,8 and 9

FC18/029 Update on Seymour Field

The Clerk reported on a meeting she had had with Steve Summers, Chief Operating Officer at Brentwood BC. Of the seven outstanding issues, there had been clarification on five with the remaining two needing further confirmation. The Clerk reported that this was a very positive meeting that had gone some way to unblock the negotiations. It was agreed at the meeting that both sides will report back to the respective solicitors with the clarified points.

FC18/030 Committee Reports

Planning

Cllr Abrey presented the minutes and a copy of the objection letter to Ingatestone Carden Centre site was distributed.

Policy and Resources

- There was no meeting in December.

Churchyards and Environments

- Cllr Lee presented the minutes with no further minutes. Cllr Abrey asked about the possibility of bulb planning around the pond.

Communications and IT Committee

- Cllr Benson presented the minutes and a report from Cllr Jelley had been previously circulated

Personnel Committee

- Cllr Winter had nothing to report as no meetings had been required.

FC18/031 Devolution of Powers

There was nothing to report.

FC18/032 Parish Council financial accounts

The accounts were presented and accepted.

- Profit / loss report for January 2018
- To approve payments and receipts for January / February 2018
- Budget tracker report
- Bank reconciliation for January 2018

FC18/033 Items for inclusion in the next agenda

Nothing was requested.

FC18/034 Close of meeting

The Chairman closed the meeting at 8.20pm

Date of Next Council Meeting: Thursday 1st March 2018 at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

Appendix**FC18/032 Financials**

Date:		01/02/2018		Day Books: Supplier Payments (Summary)			
Date From:	01/01/2018						
Date To:	01/02/2018						
No	Type	Date	N/C	Ref	Details	Gross	B
4958	PP	02/01/2018	IXCG	IXCG 870	November telephoen calls and line rental	39.24	R
5002	PP	02/01/2018	GREENSCA	IDC6172	Interment (Barraclough)	72.00	N
5004	PP	02/01/2018	POZITIVE	dd	Lychgate electricity (8/1/17 - 8/12/17)	14.56	N
5024	PP	02/01/2018	GREENSCA	so	Grounds maintenance contract January 2018	3091.40	N
4981	PP	04/01/2018	EUROFFIC	EO05759452	Office stationery	44.65	N
4989	PP	04/01/2018	ESSEXLIB	ECC1010522488	Library hire January 2018	130.00	N
4728	PP	10/01/2018	SLCC	SLCC021117	Nov 17 networking event repayment as cheque returned Barclays	10.00	N
4978	PP	10/01/2018	SLCC	SLCC	Community Governance course - A Wood deposit	150.00	N
5028	PP	15/01/2018	JMPAYROL	JM19798	Dec 7 payroll fee	30.00	N
4995	PP	17/01/2018	IXCG	IXCG878	December 17 software, monitoring and acronis backup	169.63	N
5008	PP	19/01/2018	EBM	EBM89984	Dec 17 printing costs	24.00	N
5035	PP	22/01/2018	BRITISHG	BG971303308	High street phone box electricity	3.51	N
5044	PP	24/01/2018	GREENSCA	IDC6167	2 x interments (hamlen)	90.00	N
5017	PP	26/01/2018	CSH	CSHP354547	December 17 Lychgate bin emptying	59.12	N
5026	PP	26/01/2018	ESSEXLIB	ECC1010540196	Library hire February 2018	130.00	N
5068	PP	26/01/2018	BLACKWAT	BP13530	January 18 newsletter x 2400	436.00	R
5039	PP	31/01/2018	UTILITIE	UW984643119	Jan 18 broadband and landline	51.60	N
5062	PP	31/01/2018	GREENSCA	IDC6203	Removal of sapling in Ingatestone churchyard (C&E)	66.00	R
5030	PP	02/02/2018	EUROFFIC	EuroEO05759452	NPAC equipment and stationer	95.87	N
5037	PP	02/02/2018	IXCG	IXCG882	Dec 17 telephone calls and line rental	39.38	N
5086	PP	05/02/2018	DOR2DOR	D2D331	January 18 newsletter delivery	447.00	N
5065	PP	06/02/2018	EALC	EALC9143	D Frost - Facebook for beginners course	80.00	N
5084	PP	07/02/2018	GREENSCA	IDC6217	Tree work - Fryerning cemetery - Fir damaged by high winds	216.00	N
5063	PP	15/02/2018	GREENSCA	IDC6202	Topping of 2 graves	120.00	N
5079	PP	22/02/2018	SLCC	SLCC124653	Minute taking - book purchase for the office	16.76	N
Date:		01/02/2018		Bank Payments & Receipts by Bank Account			
Date From :	01/01/2018						
Date To :	01/02/2018						
No	Type	Date	N/C	Ref	Details	Gross	B
5069	BR	09/01/2018	4002	162	Additional inscription Barraclough C24a	75.00	N
5070	BR	16/01/2018	4002	163	Interment fee & exclusive rights Collins	450.60	N
5071	BR	16/01/2018	4002	164	Additional inscription Cox E306A	75.00	N
5053	BP	19/01/2018	2220	Jan 18 payroll	Jan 18 net wages	-2499.10	R
5054	BP	19/01/2018	2210	Jan 18 payroll	Jan 18 PAYE	-343.20	R
5055	BP	19/01/2018	2210	Jan 18 payroll	Jan 18 ee NIC	-130.56	R
5056	BP	19/01/2018	2210	Jan 18 payroll	Jan 18 er NIC	-191.81	R
5057	BP	19/01/2018	2230	Jan 18 payroll	Jan 18 pension admin	-8.20	R
5058	BP	19/01/2018	2220	Jan 18 payroll	Jan 18 A Wood pension	-102.54	R
5059	BP	19/01/2018	2230	Jan 18 payroll	Jan 18 ers pension contrib	-295.26	R
5072	BR	23/01/2018	4002	165	Memorial fee - Spurr	130.00	N
5073	BR	23/01/2018	4002	166	Memorial fee remainder - Spurr	101.00	N
5045	BP	14/02/2018	6502	01565	Harwood Building Control fees	-900.00	N
5080	BP	14/02/2018	8205	A Wood Jan 18	Milk	-0.75	N
5081	BP	14/02/2018	7502	A Wood Jan 18	Parish Councillors guide - book purchase	-19.80	N
5082	BP	14/02/2018	7802	A Wood Jan 18	Noticeboard sign	-20.89	N

BANK RECONCILIATION DATED 31st January 2018			
Unity Bank Current Account			163,297.15
Nationwide Building Society			85,000.00
Yorkshire Building Society			85,212.52
Youth Council account			1,840.53
Petty cash account			154.30